DISTRICT/SCHOOL DOCUMENT CHECKLIST

1-2: Documents submitted to LACOE by District Key Contact.

1a. ☐ DISTRICT INSTRUCTIONAL MATERIALS LIST: Elementary School and Self-Contained Classes
   An instructional materials list of the district approved textbooks and/or instructional materials for all students to use in class and to take home in the following subject areas: RLA/ELD, mathematics, history/social science, and science. (Do not include teacher editions or resource components that are not intended for all students in a class/course).

1b. ☐ DISTRICT INSTRUCTIONAL MATERIALS LIST: Middle and High School
   An instructional materials list of the district approved textbooks and/or instructional materials for all students to use in class and to take home in the following subject areas: RLA/ELD, mathematics, history/social science, science, foreign language and health education (Do not include teacher editions or resource components that are not intended for all students in a class/course).

2. ☐ DISTRICT BOARD RESOLUTION OF SUFFICIENCY: Adopted at the 8 week Public Hearing
   Copy of Board Resolution of Sufficiency of approved instructional materials pursuant to Ed Code Section 60119.

A-F: Documents submitted to LACOE by District Key Contact or School Principal.

A. ☐ PROTOCOL PLANNING FORM: Elementary, Middle and High School
   (form downloadable at http://williams.lacoe.edu/documents/sites.asp)
   Provides key review process information for the principal, as well as parking, key contacts, or other school procedures for the review team.

B. ☐ MASTER SCHEDULE: Elementary, Middle and High School
   Elementary - Provide a master schedule of classes sorted by grade level with room numbers listed.
   Middle and High Schools – Provide a master schedule sorted by department. This should show room numbers, periods, and all course titles for RLA/ELD, mathematics, history/social science, science, health, and foreign language. (In addition, the science department will need to submit Document E, Science Lab Equipment Survey- see below)

C. ☐ BELL SCHEDULE: Elementary, Middle and High School
   Bell schedule indicating instructional class/periods. If the school is on a block or other alternative schedule, provide information about that schedule.

D. ☐ SCHOOL MAP: Elementary, Middle and High School
   School map with room numbers clearly identified.

E. ☐ SCIENCE LAB EQUIPMENT SURVEY FORM: Grades 9-12 Only
   (form downloadable at http://williams.lacoe.edu/documents/sites.asp)
   Using the LACOE form, list the science equipment for student use in designated science laboratory classrooms. Please do not list consumable materials (e.g., chemicals, specimens), supplies (e.g. petri dishes), or sinks. (A sample science lab equipment survey is available at williams.lacoe.edu/documents/sites.asp).

F. ☐ SARC URL/Link or Copy : Elementary, Middle and High School

Ways to Submit Documents

1. To Upload: go to http://williams.lacoe.edu and click link District Site/Log In.
2. E-Mail: williamsim@lacoe.edu
3. FAX: (562) 803-8325